

Department of Development Services – West Region  
JOB OPPORTUNITY  
Developmental Services Case Manager

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Ella Grasso Center - Stratford

**Job Posting No:** 018311

**Hours:** 1<sup>st</sup> Shift: Monday - Friday 8:30am - 4:00pm; RDO's Saturday and Sunday  
*Must be flexible to meet agency need.*

**Salary:** \$2,238.05/bi-weekly

**Closing Date:** February 6, 2012

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities.** Duties consistent with the DDS Case Manager job classification. Case Manager provides services for individuals living in Community Companion Homes (CCH); write Individual Plans (IP), quarterly reviews and monitor the services provided. Responsible for Comprehensive Waiver documentation; electronic data base and Targeted Case Management (TCM). Review guardianships as required by the Probate Court. Caseload individuals supported are located in homes throughout the region; need level varies greatly from medically complex to behaviorally involved and mild-severe intellectual disabilities. Performs other related duties as required.

**General Experience:** Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Special Requirements:** Good written and oral communication skills required. CT driver's license Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Incumbents in this class will be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**Department of Developmental Services - West Region**  
**Rowland Government Center**  
**55 West Main Street**  
**Waterbury, CT 06702**  
**Fax: 203-574-8857**  
**[Belinda.weaver@ct.gov](mailto:Belinda.weaver@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.